



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 22, 2008

Al Stucky, Jr., CEO/President
Mass Precision Sheetmetal, Inc.
2070 Oakland Road
San Jose, CA 95131

Dear Mr. Stucky:

RE: FINAL MONITORING VISIT REPORT for Mass Precision – ET06-0274

Date of the Visit:	04/09/08
Beginning/Ending Time:	10:30 a.m. – 4:00 p.m.
Date of Last Visit:	02/07/08
Visit Location:	San Jose
Persons in attendance:	Matt Stucky and Alvin Helm, Mass Precision Lily Lai, Employment Training Panel
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	04/05/06 – 04/04/08	Agreement Amount:	\$287,300
Training Start Date:	04/05/06	No. to Retain:	170
Date Training must be Completed:	01/04/08	Range of Hours:	24 – 160
Type of Trainee:	Retrainee	Weighted Ave. Hours:	130

FINAL REPORT SUMMARY:

The Agreement was executed on May 4, 2006. Training started on April 5, 2006, and ended on January 4, 2008. Three revisions were processed to modify the Agreement curriculum, adding new course topics to existing Types of Training.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
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NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

Job #	Planned / Max to Retain	Completed Training and Retention	Reimbursable Hours Tracked on the ETP Class/Lab System	Approximate Potential Earnings
1	170 / 920	280	22,818	\$287,300

According to the data entered into the ETP Class/Lab Tracking System, 280 trainees completed at least the minimum number of training hours and the required retention period, except for 28 of them who left voluntarily after the completion of training. Based on the 22,818 hours recorded for trainees meeting the minimum hours, your company can potentially earn 100% of the Agreement amount.

INTERVIEW WITH CONTRACTOR REPRESENTATIVE:

Mr. Helm and Mr. Stucky stated that acquisitions and general learning curve impeded the training program initially. After about three months, training proceeded well and everything went smoothly. Mr. Stucky stated that the training enhanced employees' skill levels and training on new machinery improved efficiency and productivity. The toughest part of implementation was training everyone to fill out the attendance rosters correctly and completely.

ATTENDANCE ROSTERS:

Ms. Lai randomly selected and reviewed the attendance records of several trainees who were eligible for final payment. The review sample consisted of daily and weekly class/lab attendance rosters which were compared to the data entered in the ETP on-line class/lab tracking system. The review of the rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

AUDIT:

Mass Precision Sheetmetal will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Lily Lai at 650.655.6934 or llai@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Lily Lai, Contract Analyst
San Francisco Bay Area Regional Office

cc: Alvin Helm
Email: Alvin@massprecision.com

Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 4/28/08